

SENIOR INVESTIGATOR

DEFINITION: Under general direction, performs work of considerable difficulty in supervising and assigning cases to investigators and conducting criminal and civil investigations; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises and coordinates casework of investigators; reviews case assignments; conducts initial intake from complainant; reviews information and assigns case to investigator; reviews and makes adjustments as needed to reports submitted by investigators; identifies and makes recommendations on training for assigned staff; identifies, gathers and reviews records and documentary evidence; studies criminal and/or civil complaints, police reports and court documents.

Conducts interviews; corroborates reports and facts contained or present in records, police reports and discovery materials; explores and develops new facts and information as needed; obtains written and recorded statements from witnesses, complainants and others; locates, inspects and retrieves tangible evidence, personal property and other relevant effects; recognizes and collects evidence at crime scene, including photographing and videotaping.

Makes notes at crime scenes, including sketching or diagramming; examines, secures and preserves evidence; prepares physical evidence for presentation in district and family courts; prepares and provides testimony on evidence; testifies at hearings and trials; write comprehensive and detailed reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of supervisory principles and practices.

Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations.

Knowledge of principles, practices, and methods of criminal investigation.

Knowledge of standard investigative techniques.

Knowledge of court proceedings and ability to testify in court.

Skill in conducting interviews and interrogations.

Skill in recognizing, collecting and preserving physical evidence.

Skill in case management.

Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires sitting at a desk; driving a motor vehicle; work is typically in an indoor office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Criminology, Public Administration or related field; and two (2) years of legal investigative work, one (1) year of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Must be a member in good standing with the Navajo Nation Bar Association.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.